

2015 Region 6 Off-Road Vehicle Rental Payment Envelope

****This is for Vehicles under the BPA with EAN Holdings LLC dba Enterprise Rent-a-Car for off road vehicles ONLY****

DOES NOT include vehicles arranged through RSVP or EST2 which are reimbursed via travel voucher.

REMIT COMPLETED PACKET TO:

R6 Fire & Aviation Contracting Team

Redmond Air Center

Attn: Rental Car Invoices

1740 SE Ochoco Way

Redmond, OR 97756

ORDERING DISPATCHING OFFICE & PHONE #:

ENTERPRISE RENTAL AGREEMENT REFERENCE # (example: 5K910V):

VEHICLE LICENSE #, MAKE & MODEL:

- This cover sheet is to REMAIN WITH THE VEHICLE until it is ready to be returned to Enterprise.
- It is the responsibility of each operator to ensure this sheet is filled out for each incident.
- Copies of the cover shall be provided to finance for documentation.

INCIDENT NAME	INCIDENT NUMBER (ex: OR-DEF-000146)	EQUIPMENT REQUEST # (E# - on resource order)	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE (on resource order)	OPERATOR/GROUND SUPPORT PRINT NAME & SIGNATURE

☐ REQUIRED SUPPORTING DOCUMENTS TO INCLUDE IN THIS PACKAGE

- **Resource Order(s) for EACH Incident** (for vehicle – E#)
- **Enterprise Rental Agreement** (Pink copy from Enterprise)
- **Copy of Inspection from Ground Support**
- **ALL Documentation of Damage** (include pictures, damage report, accident report and contact names/numbers for all involved)

Questions? Contact FACT: (541) 504-7394 OR (541) 419-5173

A copy of this page, as well as the BPA and guide for use, can be found on the FACT website: <http://www.fs.usda.gov/goto/r6/workingtogether/contracting/fact>